

EXHIBIT 4

DATE 1/16/13

HB 2

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Department of Administration Warrant Writer - 06564									
Category	FY 2012 Actuals	FY 2014 Requested	Change From FY 2012	Revisions By Agency	% Change	FY 2015 Requested	Change From FY 2012	% Change	Revisions By Agency
Revenues	\$680,596	\$700,000	\$19,404	\$758,000	2.85%	700,000	19,404	2.85%	\$732,000
Expenditures									
FTE	5.33	5.33	0.00		0.00	5.33	0.00	0.00	
Personal Services									
Salaries	148,610	152,098	3,488		2.35%	152,098	3,488	2.35%	
Employee Benefits	22,954	25,100	2,146		9.35%	24,795	1,841	8.02%	
Health Insurance	37,691	43,980	6,289		16.69%	43,980	6,289	16.69%	
Vacancy Savings	0	(8,847)	(8,847)		N/A	(8,833)	(8,833)	N/A	
Tota; Personal Services	209,255	212,331	3,076	212,331	1.47%	212,040	2,785	1.33%	212,040
Operating Expenses									
Other Services	179,144	197,663	18,519		10.34%	167,393	(11,751)	-6.56%	
Supplies and Materials	13,869	13,905	36		0.26%	13,933	64	0.46%	
Communications	310,749	286,867	(23,882)		-7.69%	294,061	(16,688)	-5.37%	
Travel	0	0	0		0.00%	0	0	0.00%	
Rent	14,144	16,932	2,788		19.71%	16,519	2,375	16.79%	
Repair and Maintenance	24,078	24,230	152		0.63%	24,234	156	0.65%	
Other Expenses	14,980	14,965	(15)		-0.10%	14,965	(15)	-0.10%	
Total Operating Expenses	556,964	554,562	(2,402)	535,637	-0.43%	531,105	(25,859)	-4.64%	517,757
Debt Service	22,893	0	(22,893)		-100.00%	0	(22,893)	-100.00%	
Non budgeted Off Base	12,696	0	(12,696)		-100.00%	0	(12,696)	-100.00%	
Total Expenditures	801,808	766,893	(34,915)	747,968	-4.35%	743,145	(58,663)	-7.32%	729,797
Net Income (Loss)	-121,212.00	-66,893.00		10,032.00		-43,145.00			2,203.00

**Program Budget Comparison**

The following table summarizes the total executive budget for the program by year, type of expenditure, and source of funding.

Program Budget Comparison								
Budget Item	Base Fiscal 2012	Approp. Fiscal 2013	Budget Fiscal 2014	Budget Fiscal 2015	Biennium Fiscal 12-13	Biennium Fiscal 14-15	Biennium Change	Biennium % Change
FTE	11.25	11.25	11.25	11.25	11.25	11.25	0.00	0.00%
Personal Services	631,242	668,361	681,346	681,031	1,299,603	1,362,377	62,774	4.83%
Operating Expenses	1,339,564	1,337,919	1,384,735	1,336,893	2,677,483	2,721,628	44,145	1.65%
Transfers	0	0	0	0	0	0	0	n/a
Debt Service	32,050	0	0	0	32,050	0	(32,050)	(100.00%)
<b>Total Costs</b>	<b>\$2,002,856</b>	<b>\$2,006,280</b>	<b>\$2,066,081</b>	<b>\$2,017,924</b>	<b>\$4,009,136</b>	<b>\$4,084,005</b>	<b>\$74,869</b>	<b>1.87%</b>
General Fund	1,949,942	1,953,234	2,004,079	1,956,123	3,903,176	3,960,202	57,026	1.46%
State Special	52,914	53,046	62,002	61,801	105,960	123,803	17,843	16.84%
Other	0	0	0	0	0	0	0	n/a
<b>Total Funds</b>	<b>\$2,002,856</b>	<b>\$2,006,280</b>	<b>\$2,066,081</b>	<b>\$2,017,924</b>	<b>\$4,009,136</b>	<b>\$4,084,005</b>	<b>\$74,869</b>	<b>1.87%</b>

**Program Description**

The General Services Division is composed of four bureaus responsible for providing certain internal services to government agencies and the public.

The Facilities Management Bureau manages the following services for state agencies in the capitol complex and several state-owned buildings in the Helena area either directly or through the administration of service contracts: repair, maintenance, construction, energy consumption, disaster response and recovery, space allocation, lease negotiation, security, janitorial, recycling, pest control, grounds maintenance, and garbage collection.

The State Procurement Bureau procures or supervises the procurement of all supplies and services, and provides technical assistance to government agencies and the public to ensure compliance with the Montana Procurement Act. The bureau also manages the state's energy procurement, vehicle fueling and procurement card programs.

The Print and Mail Services Bureau provides print and mail services to state agencies. Services include internal and external (contracted) printing, photocopy pool services, mail preparation, central mail operations, and inter-agency (deadhead) mail. The bureau also operates the United States post office in the Capitol and provides two quick copy locations on the Capitol Complex.

The Property and Supply Bureau manages the central stores program and the state and federal surplus property programs.

**Program Highlights**

General Services Division Major Budget Highlights	
◆	Non-budgeted proprietary funds provide over 90% of the support for the program
◆	Increases to personal services and operating expenses are made as part of the statewide present law adjustments
◆	Debt service is reduced due to a reduction in general fund supporting an installment purchase associated with the OPI building lease

Present Law Adjustments										
-----Fiscal 2014-----						-----Fiscal 2015-----				
	FTE	General Fund	State Special	Federal Special	Total Funds	FTE	General Fund	State Special	Federal Special	Total Funds
Personal Services					92,326					92,726
Vacancy Savings					(55,519)					(55,534)
Inflation/Deflation					(1,055)					(546)
Fixed Costs					(71,481)					(73,094)
<b>Total Statewide Present Law Adjustments</b>		\$0	(\$35,729)	\$0	(\$35,729)		\$0	(\$36,448)	\$0	(\$36,448)
DP 102 - Allocate Department Indirect/Admin Costs	0.00	0	10,219	0	10,219	0.00	0	9,921	0	9,921
<b>Total Other Present Law Adjustments</b>	0.00	\$0	\$10,219	\$0	\$10,219	0.00	\$0	\$9,921	\$0	\$9,921
<b>Grand Total All Present Law Adjustments</b>	0.00	\$0	(\$25,510)	\$0	(\$25,510)	0.00	\$0	(\$26,527)	\$0	(\$26,527)

DP 102 - Allocate department indirect/admin costs - This request funds the division's share of department indirect/administrative costs for services provided by proprietary funded centralized service functions of the agency.

### New Proposals

New Proposals										
-----Fiscal 2014-----						-----Fiscal 2015-----				
Program	FTE	General Fund	State Special	Federal Special	Total Funds	FTE	General Fund	State Special	Federal Special	Total Funds
DP 6101 - Professional Development Center Fee Allocation										
04	0.00	0	76	0	76	0.00	0	71	0	71
<b>Total</b>	<b>0.00</b>	<b>\$0</b>	<b>\$76</b>	<b>\$0</b>	<b>\$76</b>	<b>0.00</b>	<b>\$0</b>	<b>\$71</b>	<b>\$0</b>	<b>\$71</b>

DP 6101 - Professional Development Center Training Fee - The executive requests an increase for training services purchased from the Professional Development Center (PDC) of the Department of Administration. This request reflects the difference between the amount paid in the base for PDC services and a fixed cost allocation based on agency FTE counts. Starting in the 2015 biennium and beyond, the executive recommends funding the PDC as a fixed cost item. For a further discussion, see the State Human Resources Division of this narrative.